

State Of California  
Commission On Teacher Credentialing

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**DESIGNATED SUBJECTS  
CAREER TECHNICAL EDUCATION TEACHING CREDENTIAL  
(FULL-TIME AND PART-TIME)**

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Effective October 12, 2007, Designated Subjects Career Technical Education Teaching Credentials are issued to individuals who meet the requirements for either the full-time or part-time credential and are recommended by either a Commission-approved Local Education Agency (LEA) or by an Employing School District (ESD). See Commission leaflet [CL-506](#), entitled *Commission-Approved Local Education Agencies* for a list of approved LEAs.

**FULL-TIME CREDENTIAL**

The Preliminary or Clear Full-Time Designated Subjects Career Technical Education Teaching Credential authorizes the holder to teach in the subject or subjects named on the credential in grades twelve and below and in classes organized primarily for adults, in career technical instruction courses.

Available subjects, also known as *industry sectors*, are as follows:

- Agriculture and Natural Resources
- Arts, Media, and Entertainment
- Building Trades and Construction
- Education, Child Development, and Family Services
- Energy and Utilities
- Engineering and Design
- Fashion and Interior Design
- Finance and Business
- Health Science and Medical Technology
- Hospitality, Tourism, and Recreation
- Information Technology
- Manufacturing and Product Development
- Marketing, Sales, and Service
- Public Service
- Transportation

**Requirements for the Five-Year Preliminary Credential (Full-Time)**

Individuals must satisfy **all** of the following requirements:

1. Five years of work experience directly related to each subject to be named on the credential. One year equals a minimum of 1500 clock hours and the experience may be full-time or part-time, paid or unpaid. Forty-eight (48) semester units of postsecondary vocational training related to the subject named on the credential may be substituted for a maximum of two of the five years of required experience. The experience must be verified by official transcript and may be made on a pro rata basis up to the two-year maximum.

At least one year of the required work experience must be within the three years immediately preceding the issuance of the preliminary credential. Teaching experience is not generally accepted as work

experience; however, for the purpose of meeting the recency requirement, any of the following, or a combination of the following, may be cumulated to total 1500 clock hours:

- Work experience
  - College-level related course work
  - Non-college related course work
  - Occupational internship
  - Vocational teaching experience
2. High school diploma requirement by **one** of the following methods:
    - a. Possess a high school diploma
    - b. Possess a diploma based on passage of the GED Test
    - c. Possess the foreign equivalent of a high school diploma
  3. U.S. Constitution requirement by **one** of the following methods:
    - a. Complete a course (at least two semester units or three quarter units) in the provisions and principles of the U.S. Constitution, taken at a regionally-accredited college or university (Submit a copy of the course description for evaluation purposes.)
    - b. Pass an examination in the provisions and principles of the U.S. Constitution, given by a regionally-accredited college or university
  4. Verification signed by a Commission-approved LEA or ESD, authorized in accordance with guidelines established by the Commission, that the applicant has been fully apprised of the requirements for both the preliminary and the clear credentials, including the program of personalized preparation

#### Requirements for the Clear Credential (Full-Time)

Individuals must satisfy **all** of the following requirements:

1. Possess a valid California Full-time Preliminary Career Technical Education Teaching Credential
2. Verification signed by an ESD of the successful teaching of a minimum of one course in each of four terms within the five-year period of validity of the preliminary teaching credential. Two of these terms must be with one ESD. The teaching must be at the grade level and in the subject(s) authorized by the preliminary credential and must have occurred while holding the valid preliminary credential.
3. Verification by an LEA that the applicant has completed all Level I and Level II requirements of a Commission-approved program of personalized preparation, including the use of computers in an instructional setting
4. One unit requirement in health education, including, but not limited to, nutrition; the physiological and sociological effects of alcohol, narcotic, and drug abuse; and the use of tobacco. This requirement must also include training in cardiopulmonary resuscitation (CPR) that covers infant, child, and adult CPR skills.
5. Completed application ([form 41-4](#)) and [processing fee](#), submitted through an ESD or LEA

#### Period of Validity (Full-Time)

For individuals who have completed all requirements for the preliminary except for U.S. Constitution, the initial preliminary full-time credential will be valid for one year. The credential may be extended to its full five year term upon application, processing fee, and verification that the U.S. Constitution requirement has been met. For individuals who have completed all requirements for the preliminary credential, the initial preliminary credential will be valid for no more than two years from the date of issuance of the credential unless the holder's employer receives form CL-787, entitled *Verification of Completion of Level I Requirements* from the LEA through which the holder completed those requirements. Once the holder's employer receives this

verification, the credential's validity period will *automatically* be extended for the remainder of the five-year period from the date of issuance of the credential. **There is no need to apply for this extension.**

The LEA's verification of completion of Level I requirements is the only documentation required in this process. If the credential holder's ESD is not known to the LEA, form CL-787 will be sent directly to the credential holder for forwarding to the employer.

The LEA shall also submit this form directly to the Commission with the application for the clear credential to assist in documenting that the holder completed the Level I requirements.

Once the clear credential is issued, it must be renewed online every five-year renewal cycle. There are no additional requirements to renew the clear credential.

## PART-TIME CREDENTIAL

The Preliminary or Clear Part-Time Designated Subjects Career Technical Education Teaching Credential authorizes the holder to teach not more than half-time in the subject or subjects named in grades twelve and below, and in classes organized primarily for adults in career technical instruction courses. Half-time for the holder of this credential who teaches in only one school district shall not exceed one-half of a full-time assignment for career technical educators in that school district. Half-time for the holder who teaches in more than one school district shall not exceed one-half of the greatest number of hours considered to be a full-time assignment for career technical educators in any one of the districts.

Available subjects, also known as *industry sectors*, are as follows

- Agriculture and Natural Resources
- Arts, Media, and Entertainment
- Building Trades and Construction
- Education, Child Development, and Family Services
- Energy and Utilities
- Engineering and Design
- Fashion and Interior Design
- Finance and Business
- Health Science and Medical Technology
- Hospitality, Tourism, and Recreation
- Information Technology
- Manufacturing and Product Development
- Marketing, Sales, and Service
- Public Service
- Transportation

## Requirements for the Five-year Preliminary Credential (Part-Time)

Individuals must satisfy **all** of the following requirements:

1. Five years of work experience directly related to each subject to be named on the credential. One year equals a minimum of 1500 clock hours and the experience may be full-time or part-time, or paid or unpaid. Forty-eight (48) semester units of postsecondary vocational training related to the subject to be named on the credential may be substituted for a maximum of two of the five years of required experience. The experience must be verified on official transcript and may be made on a pro rata basis up to the two-year maximum.

At least one year of the required work experience must be within the three years immediately preceding the issuance of the preliminary credential. Teaching is not generally accepted as work experience; however, for the purpose of meeting the recency requirement, any of the following, or a combination of the following, may be cumulated to total 1500 clock hours:

- Work experience
  - College-level related course work
  - Non-college related course work
  - Occupational internship
  - Vocational teaching experience
2. High school diploma requirement by **one** of the following methods:
    - a. A high school diploma
    - b. A diploma based on passage of the GED Test
    - c. The foreign equivalent of a high school diploma
  3. Verification signed by a Commission-approved LEA or ESD, authorized in accordance with guidelines established by the Commission, that the applicant has been fully apprised of the requirements for both the preliminary and the clear credentials, including the program of personalized preparation

### Requirements for the Clear Credential (Part-Time)

Individuals must satisfy **all** of the following requirements:

1. Valid Preliminary Part-Time Career Technical Education Teaching Credential
2. Verification by an ESD of the successful teaching of a minimum of one course in each of four terms within the five-year period of validity of the preliminary teaching credential. Two of these terms must be with one ESD. The teaching must be at the grade level and in the subject(s) authorized by the preliminary vocational education teaching credential and must have occurred while holding the valid preliminary credential.
3. Verification by an LEA that the applicant has completed all Level I requirements of a Commission-approved program of personalized preparation, including the use of computers in an instructional setting
4. One unit requirement in health education, including, but not limited to, nutrition; the physiological and sociological effects of alcohol, narcotic, and drug abuse; and the use of tobacco. This requirement must also include training in cardiopulmonary resuscitation (CPR) that covers infant, child, and adult CPR skills.

### Period of Validity (Part-Time)

For individuals who have satisfied requirements 1-3, a preliminary part-time credential will be issued. The preliminary credential authorizes service for no more than two years from the date of issuance of the credential unless the holder's employer (ESD) receives form CL-787, entitled *Verification of Completion of Level I Requirements* from the LEA through which the holder completed those requirements. Once the holder's employer receives this verification, the credential's validity period will *automatically* be extended for the remainder of the five-year period from the date of issuance of the credential. **There is no need to apply for this extension.**

The LEA's verification of completion of Level I requirements is the only documentation required in this process. If the credential holder's ESD is not known to the LEA, form CL-787 will be sent directly to the credential holder for forwarding to the employer.

The LEA shall also submit this form directly to the Commission with the application for the clear credential to assist in documenting that the holder completed the Level I requirements.

Once the clear credential is issued, it must be renewed online every five-year renewal cycle. There are no additional requirements to renew the clear credential.

## Verification of Work Experience for Full-time and Part-time Credentials

California Code of Regulations, Title 5 §80034(h) require verification of five years of work experience or its equivalent related to each subject to be named on the credential. Verification of work experience means written confirmation of the applicant's qualifying experience, signed by the applicant's past or present employer(s) on company letterhead that attests to and/or includes **all** of the following:

1. Employer's name, address, and telephone number
2. The working relationship of the person signing the verification to the applicant
3. Beginning and ending dates of employment
4. Complete description of duties
5. A statement as to whether or not the employment was full-time (If employment was less than full-time, an accounting of the number of hours the applicant was employed is required.)

If the applicant was self-employed or if the applicant's experience was avocational, verification shall include a statement, signed by the applicant under penalty of perjury, detailing the information described in 1–5 above, and must be further substantiated, in writing, by other person(s) having first-hand knowledge of the applicant's self-employment or avocation, such as the applicant's accountant, major supplier of goods, or major user of goods or services.

## Changing Over from a Designated Subjects Vocational Teaching Credential to a Designated Subjects Career Technical Education Credential

The Commission began issuing the Designated Subjects Career Technical Education Credentials on October 12, 2007, while ceasing the initial issuance of the Designated Subjects Vocational Education Teaching Credentials on November 1, 2007. Holders of Designated Subjects Vocational Education Teaching Credentials issued prior to November 1, 2007 may continue to renew those credentials by following the renewal instructions stated on their credential document **OR** they may opt to change over to the Designated Subjects Career Technical Education Credential. Individuals interested in changing over to the new credential should refer to [Coded Correspondence 07-19](#) for specific information.

Reference: California Education Code, Section 44260, 44260.1, and 44260.9.

## Industry Sectors

This chart is intended to be a guide. Some of the subjects, such as “Drafting,” can be applied to more than one Industry Sector. LEAs are encouraged to examine the work experience of the individual applying for a credential and determine which Industry Sector best applies. Assignments should be considered in the same way. The most important consideration is the background and the expertise of the individual.

| Industry Sector                   | Specific Subjects  |
|-----------------------------------|--|
| Agriculture and Natural Resources | <ul style="list-style-type: none"> <li>• Agriculture business management and marketing</li> <li>• Agriculture mechanics</li> <li>• Animal care</li> <li>• Animal control</li> <li>• Animal production</li> <li>• Crop production</li> <li>• Floriculture and floristry</li> <li>• Forestry, natural resources and rural recreation</li> <li>• Landscaping</li> <li>• Ornamental nursery operation</li> </ul>   |
| Arts, Media, and Entertainment    | <ul style="list-style-type: none"> <li>• Commercial art</li> <li>• Commercial photography</li> <li>• Journalism occupations</li> <li>• Multimedia production</li> <li>• Performing arts occupations</li> <li>• Stage technology</li> <li>• Theatrical occupations</li> </ul>   |
| Building Trades and Construction  | <ul style="list-style-type: none"> <li>• Boat building</li> <li>• Carpentry</li> <li>• Concrete placing and finishing</li> <li>• Construction equipment operation</li> <li>• Construction inspection</li> <li>• Drafting occupations</li> <li>• Drywall installation</li> <li>• Electrician</li> <li>• Fire sprinkler installation</li> <li>• Floor covering installation</li> <li>• Foundry work</li> <li>• Furniture making, finishing and refinishing</li> <li>• General contracting</li> <li>• Glazing</li> <li>• Hazardous materials occupations</li> <li>• Heating, air conditioning, and ventilation installation and service</li> <li>• Lathing</li> <li>• Masonry</li> <li>• Millwork and cabinet making</li> <li>• Painting-construction</li> <li>• Pipefitting and steam fitting</li> <li>• Plastering</li> </ul> |

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|   | <ul style="list-style-type: none"> <li>• Plumbing</li> <li>• Refrigeration installation and maintenance</li> <li>• Residential and commercial repair and remodeling</li> <li>• Roofing</li> <li>• Sheet metal fabrication</li> <li>• Structural and reinforcement ironwork</li> <li>• Structural pest control</li> <li>• Tile setting</li> <li>• Upholstering</li> <li>• Welding</li> </ul>   |
| Education, Child Development, and Family Services | <ul style="list-style-type: none"> <li>• Child care</li> <li>• Elderly care services (non-medical)</li> <li>• Family and human service occupations</li> <li>• Interpreter for the deaf</li> <li>• Teaching/teacher aide</li> </ul>  |
| Energy and Utilities                              | <ul style="list-style-type: none"> <li>• Control system maintenance and repair</li> <li>• Electrical power distribution</li> <li>• Electrician</li> <li>• Electronic consumer products service</li> <li>• Electronics assembly</li> <li>• Energy, environment and resource management</li> <li>• Hybrid microelectronics</li> <li>• Hydroelectric plant operations</li> <li>• Industrial electronics</li> <li>• Marine power plant maintenance and repair</li> <li>• Robotics</li> <li>• Water treatment</li> </ul> |
| Engineering and Design                            | <ul style="list-style-type: none"> <li>• Drafting occupations</li> <li>• Engineering occupations</li> <li>• Robotics</li> <li>• Surveying</li> </ul>  |
| Fashion and Interior Design                       | <ul style="list-style-type: none"> <li>• Clothing, alteration and repair</li> <li>• Fabric maintenance services</li> <li>• Fashion design</li> <li>• Fashion manufacturing (factory and custom)</li> <li>• Fashion merchandising</li> <li>• Interior design</li> <li>• Jewelry design, fabrication, and repair</li> <li>• Textile design</li> <li>• Textile production and fabrication</li> <li>• Upholstering</li> </ul>   |
| Finance and Business                              | <ul style="list-style-type: none"> <li>• Accounting occupations</li> <li>• Banking</li> <li>• Business management</li> <li>• Financial management and services</li> <li>• Income tax preparation</li> </ul>   |



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|                                       | <ul style="list-style-type: none"> <li>• Insurance occupations</li> <li>• Legal office occupations</li> <li>• Office occupations</li> <li>• Personnel administration occupations</li> <li>• Secretarial/stenography occupations</li> <li>• Small business ownership and/or management</li> </ul>   |
| Health Science and Medical Technology | <ul style="list-style-type: none"> <li>• Athletic trainer</li> <li>• Biomedical equipment technology</li> <li>• Dental services</li> <li>• Health care biotechnology services</li> <li>• Health care diagnostic services</li> <li>• Health care information services</li> <li>• Health care preventive services</li> <li>• Health care supportive services</li> <li>• Medical office services</li> <li>• Nursing services</li> <li>• Optical goods work</li> <li>• Therapeutic services</li> </ul>   |
| Hospitality, Tourism, and Recreation  | <ul style="list-style-type: none"> <li>• Amusement and theme park occupations</li> <li>• Commercial diving</li> <li>• Custodial services</li> <li>• Customer service representative</li> <li>• Dietetics and nutrition service</li> <li>• Event and conference planning</li> <li>• Food and beverage production and preparation</li> <li>• Food and beverage services</li> <li>• Hotel and lodging occupations</li> <li>• Interior maintenance (residential and commercial)</li> <li>• Pool and spa service</li> <li>• Recreation</li> </ul> |
| Information Technology                | <ul style="list-style-type: none"> <li>• Communications electronics</li> <li>• Computer applications</li> <li>• Computer electronics</li> <li>• Computer maintenance and repair</li> <li>• Computer programming</li> <li>• Computer software operation</li> <li>• Computer systems operation</li> <li>• Information processing</li> <li>• Information systems management</li> <li>• Telecommunications</li> </ul>  |
| Manufacturing and Product Development | <ul style="list-style-type: none"> <li>• Computer-assisted manufacturing</li> <li>• Drafting occupations</li> <li>• Electronic publishing</li> <li>• Industrial ceramics manufacturing</li> <li>• Instrument repair</li> <li>• Machine tool operation and machine shop</li> </ul>  |



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|                               | <ul style="list-style-type: none"> <li>• Major appliance repair</li> <li>• Metal fabrication</li> <li>• Office machine repair</li> <li>• Plastics and composites manufacturing occupations</li> <li>• Printing and graphics occupations</li> <li>• Product development, testing and demonstration</li> <li>• Robotics</li> <li>• Small appliance repair</li> <li>• Technical illustration</li> <li>• Tool and die making</li> <li>• Waterfront manufacturing</li> </ul>   |
| Marketing, Sales, and Service | <ul style="list-style-type: none"> <li>• International trade</li> <li>• Marketing</li> <li>• Real estate</li> <li>• Retail occupations</li> <li>• Small business ownership and/or management</li> </ul>   |
| Public Service                | <ul style="list-style-type: none"> <li>• Barbering</li> <li>• Cosmetology</li> <li>• Court reporting</li> <li>• Fire control and safety</li> <li>• Fire fighting</li> <li>• Law enforcement occupations</li> <li>• Legal office occupations</li> <li>• Locksmith and safe repair</li> <li>• Manicures and pedicures</li> <li>• Motor sweeper operator</li> <li>• Protective and security services</li> <li>• Shoe repair</li> </ul>   |
| Transportation                | <ul style="list-style-type: none"> <li>• Airframe and power plant mechanics</li> <li>• Automobile detailing</li> <li>• Automotive body repair and refinishing</li> <li>• Automotive brake installation and repair</li> <li>• Automotive electrical systems service and repair</li> <li>• Automotive heating and air-conditioning service</li> <li>• Automotive mechanics</li> <li>• Automotive parts counterperson</li> <li>• Automotive suspension and steering repair</li> <li>• Automotive transmission and transaxle service and repair</li> <li>• Avionics</li> <li>• Bicycle repair</li> <li>• Diesel equipment mechanics</li> <li>• Electric motor repair</li> <li>• Engine performance technician</li> <li>• Heavy equipment maintenance and repair</li> <li>• Industrial maintenance</li> <li>• Motorcycle service and repair</li> </ul> |

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|  | <ul style="list-style-type: none"><li>• Railroad operations</li><li>• Small engine service and repair</li><li>• Tow truck operation</li><li>• Transportation occupations, travel services</li><li>• Truck and bus driving</li><li>• Warehousing</li></ul> |
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